

CITY OF BURBANK

WORKERS' COMPENSATION ADMINISTRATOR

DEFINITION

Under direction, to manage and supervise the City's Workers' Compensation Program; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the activities of the City's self-insured Workers' Compensation Program; directs the review of injury reports, determination of compensability and the establishment of reserves for anticipated costs of each case; investigates the more serious or questionable workers' compensation cases; consults with physicians and department managers to develop return to work plans for injured employees; represents the City at settlement conferences and Workers' Compensation Appeal Board hearings; develops strategies for the resolution of assigned cases; works with legal counsel on litigated cases; coordinates rehabilitation program for injured employees; reviews and develops recommendations on disability retirements cases; coordinates and monitors the City's light duty program and internal rehabilitation activities; monitors and evaluates the program, making recommendations for improving procedures and systems; monitors and analyzes legislation affecting workers' compensation; prepares and directs the preparation of all required records and reports; oversees the establishment and maintenance of a workers' compensation management information system; supervises, trains, and evaluates employees; makes effective recommendations regarding the hire, promotion, and transfer of employees; effectively recommends disciplinary action up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - workers' compensation law, claims management, and disability rating systems; medical terminology.
- Ability to - effectively direct the work of others; communicate effectively, both verbally and in writing; effectively analyze and evaluate program operations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from a four year college with a degree in administration or a related field and three years of experience in workers' compensation claims management.

License & Certificates: A valid California Class "C" driver's license or equivalent, and certification as a Workers' Compensation Self-insurance Administrator from the State of California are required at time of appointment.

SUPPLEMENTAL INFORMATION

None.